

**GRANTSVILLE CITY**  
**REQUEST FOR PROPOSALS**  
**FOR PROFESSIONAL CONSULTING/ENGINEERING**  
**SERVICES FOR 2014 SEWER LINE IMPROVEMENTS**

**1. NOTICE TO PROFESSIONALS**

Through this Request for Proposals (RFP), Grantsville City (the "City") is soliciting competitive sealed, proposals from qualified professionals to complete sewer line improvements presented as follows:

- A. Installation of a sewer line installation from the Northeast side of the Deseret Peak Complex on the East side of Sheep Lane to run north to the developed property currently being occupied by Reckitt Benckiser and Cabalas interceptor to which it is anticipated that a lift station is not needed and will be gravity feed.

The City intends to compare and evaluate all eligible submittals and select the most qualified firm(s) or team(s) as outlined in subsection 3.13 EVALUATION CRITERIA of this request. Proposals must be submitted for the project as listed above.

This is a Request for Proposals only and should not be interpreted as a solicitation for services or as a contract for services. Submittals should be comprehensive, concise, and directly responsive to the goals and format as outlined in this RFP.

It is the intent of the City through this RFP to hire one consultant or consulting team to complete the design and construction of a sewer line that will allow wastewater to be delivered to the Grantsville City Wastewater treatment facility.

**2. SCOPE OF WORK**

**GENERAL SCOPE OF SERVICES**

Following is the general scope of services as currently envisioned by staff. A precise scope of the services would be developed after a consultant is selected, based upon qualifications and fees. In general, the selected consultant will be responsible for carrying out all aspects of executing the approved sewer program including but not limited to:

**Design and Pre-construction Scope**

- Project document management
- Preparing and maintaining a program schedule to ensure that all improvements are completed by deadlines
- Prepare a project phasing plan that operates within the cash flow for the project funding
- Conducting meetings and preparing meeting minutes

- Scope refinement - cost control
- Bid document preparation (design, drafting, & specification)
- Meeting and coordinating with affected parties
- Evaluating bids
- Writing staff reports

### **Construction Scope**

- Reviewing submittals
- Construction inspection and administration
- Processing contractor pay requests
- Review and oversight of storm water (SWPPP) permit as needed
- Managing / evaluating contract change orders
- Keeping construction records (daily logs, inspection reports, etc.)
- Closing out project records
- Completion of any CEC loan reports
- Preparing notices of completion

The City may not authorize work on the installation of the sewer line after review of proposed bids. If the proposed scope of work must be revised in order to meet the needs of the City, arriving at a final fee will occur after discussing the City's expectations for the project as well as all detailed requirements affecting a mutually agreed upon revised scope of work and lump sum fee. Should fee negotiations fail, then the City may delete any item from the scope of work and initiate negotiations with the next ranked firm. Grantsville City reserves the right to reject any or all bidders.

The successful firm(s) will be required to attend necessary staff meetings, public hearings and City Council meetings to present their proposed Bid for Performance.

All responses to this request for proposals shall be prepared in strict accordance with the Utah Code. Each proposal shall include all work, services, and expenses necessary to complete the installation of the sewer line as described herein.

## **3. INSTRUCTIONS TO PROPOSERS**

### **3.1 PROJECT TIMETABLE**

The following timetable has been established for this project. *LATE PROPOSALS WILL NOT BE ACCEPTED.*

- **Closing Date for Receipt of Proposals: February 14, 2014 @ 3:00 p.m.**

- **Awarding of Bid: TBD.**
- **Commencement of Work: TBD.**
- **Completion no later than: TBD.**

### **3.2 PRE-PROPOSAL MEETING**

There will be a pre-proposal meeting held for this RFP for representatives of all interested proposing teams. This meeting will be held on **February 7, 2014 @ 10:00 a.m.** in the Grantsville City Library located at 42 N. Bowery Street, Grantsville, Utah 84029. Attendance at the pre-proposal meeting is optional.

### **3.3 PROPOSALS EVALUATION**

The procedure for response to this RFP, evaluation of proposals, and selection of a Consultant is as follows:

1. Interested entities will prepare and submit their proposals according to the Project timetable contained in Subsection 3.1
2. The City and/or its representatives will evaluate all submitted proposals in accordance with the evaluation criteria as outlined in Subsection 3.13.
3. A Professional Services Agreement incorporating the provisions, terms and conditions of this RFP will be executed between the City and the selected Consultant(s).

### **3.4 PROPOSAL SUBMISSION**

Each respondent must submit *SEVEN (7) COPIES* of its *SEALED* proposal to Grantsville City. The envelope containing the proposal must be clearly labeled

“SEALED PROPOSAL – GRANTSVILLE DESERET PEAK SERVICE DISTRICT SEWER PROJECT”. The proposals must be delivered to:

**Sherrie Broadbent  
429 East Main Street  
Grantsville, Utah 84029**

### **3.5 PROPOSAL ORGANIZATION AND CONTENT**

All requested documentation must be included. The proposal must include (in the following order):

- A. Transmittal letter stating the respondent’s intent to participate in the contract. The letter of transmittal shall be on official business letterhead and shall include the following:
  1. A statement that the respondent will comply with all terms and conditions as indicated in the RFP.

2. A statement indicating whether the respondent is a corporation or other legal entity.
  3. A statement of affirmative action that the respondent does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.
  4. A certification statement to the effect that the person signing the proposal is authorized to do so, on behalf of the respondent.
  5. Names of the key contact persons with their title and telephone numbers. Also, indicate first and second back-up contact persons if the person signing the proposal is not available to take a call from the City.
  6. Name and complete mailing address of the respondent along with telephone number and fax number.
- B. Comprehensive RFP response including all requested information and documentation. The proposed price and schedule must be included and shall be inclusive of all costs to complete the work including but not limited to travel, equipment, and reproduction costs. The proposal response shall include at a minimum the following sections:
1. Executive summary (three pages maximum) with proposed bid price for the completion of the project as outlined herein.
  2. Organizational chart showing the team involved including individual members, all organizations, relationships, and breakdown of responsibilities and the percentage of work that is expected to be performed by each team member. Indicate offices/locations that will provide services along with a percentage of work to be performed at each of these locations.
  3. Proposer Qualifications: This section should describe the proposer's experience on similar projects, including the individual team members' involvement on the specific projects described. Project information, such as photographs and plans for the identified projects should be briefly included. Resumes of principals and other key staff scheduled to participate on the projects should be included. For all major participants, note the approximate full time equivalent hours to be devoted to the project. Provide a minimum of three references, including name, address and telephone number, of persons who can attest to performance on relevant projects.
  4. Work Plan: This section should describe the methodology and process proposed to be used to complete the scope of work defined in

Section 3, including any potentially innovative or creative solutions for the project. It should address the proposed schedule for the Consultant's work and identify any proposed strategies to be used to keep the project on schedule, control costs, and maximize project effectiveness. The work plan should also identify milestones, describe outputs to be delivered, propose a quality assurance/quality control ("QA/QC") plan, and identify advantages of the proposal to the City.

### **3.6 ORAL PRESENTATION**

As part of the proposal evaluation process, selected proposers may be invited to make oral presentations to the City. These presentations must be made by the same project team personnel who will be assigned to the project should the proposer be awarded a contract.

### **3.7 SUBMITTAL OWNERSHIP**

All proposals (and the information contained therein) shall become the property of the City. Proposers should carefully consider the items submitted before submitting items that would not be disposable to the proposer. Proposals submitted may be reviewed and evaluated by any persons at the discretion of the City. No proposal shall be returned to the respondent regardless of the outcome of the selection process. Cost for developing proposals and making proposal presentations are entirely the responsibility of the proposer and shall not be chargeable in any manner to the City.

### **3.8 CITY USE OF PROPOSAL IDEAS**

The City reserves the right to use any or all ideas presented. Selection or rejection of the proposal does not affect this right.

### **3.9 QUESTIONS AND CLARIFICATIONS**

Questions regarding this RFP should be directed to:

**Joel Kertamus, Public Works Director, Grantsville City**  
**E-Mail: [rjkertamus@qwestoffice.net](mailto:rjkertamus@qwestoffice.net)**  
**Business Hours: M-F 8:00 a.m. to 3:30 p.m.**  
**Telephone: 435-884-0621 Fax: 435-884-0638**

**Joel K. Linares, Grantsville City Attorney, Grantsville City**  
**E-Mail: [jlinares@grantsvilleut.gov](mailto:jlinares@grantsvilleut.gov)**  
**Business Hours: M-F 8:30 a.m. to 5:00 p.m. GMT**  
**Telephone: 435-884-4635 Fax: 435-884-4615**

### **3.10 ACCEPTANCE OF PROPOSAL**

A. The City reserves the right to reject any or all proposals for any reason and or waive

minor irregularities when to do so would be in the best interests of the City. Minor irregularities are those which will not have a significant adverse effect on overall competition or performance levels.

- B. The responding party agrees that the City may terminate this procurement procedure at any time and for any reason, and the City shall have no liability or responsibility to the responding party for any costs or expenses incurred in connection with this RFP, or such party's response.

### **3.11 DISQUALIFICATION OF PROPOSAL**

- A. The City reserves the right to reject any and all proposals received by reason of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City. The City may or may not award a contract solely on the basis of this RFP and will not pay for the information solicited or obtained. The information obtained will be used in determining the proposal that best meets the City's needs and is the most advantageous proposal received. No oral, telegraphic or telephonic proposals or modifications will be considered.
- B. The occurrence of any of the following may result in disqualification of a proposal:
  - 1. Failure to respond by the established submission deadline.
  - 2. Failure to completely answer all questions posed in the RFP.
  - 3. Use of any other type of form or format other than those indicated in the RFP.
  - 4. Failure to provide requested documentation at the time of proposal submission.
  - 5. Illegible responses.
  - 6. If the proposer adds any provisions reserving the right to accept or reject an award or to enter into a contract pursuant to an award, or any other unauthorized conditions, limitations or provisions.
  - 7. If the proposer is unable to evidence a satisfactory record of integrity.
  - 8. If the proposer is not qualified legally to contract.
  - 9. Any contact with any city staff not authorized by the Mayor, City Attorney, or Public Works Director.

### **3.12 WITHDRAWAL OF PROPOSAL**

The proposal may be withdrawn upon request by the proposer, without prejudice, prior to, but not after, the time fixed to receive proposals.

### **3.13 EVALUATION CRITERIA**

- A. All requirements identified in this RFP must be satisfied to insure that the proposal will qualify for consideration. The City desires to receive proposals from firms who can demonstrate operational and technical qualifications and capabilities.

B. All proposals will be evaluated by representatives of the City to identify the proposal that best meets the needs of the City as set forth in the RFP. A component based system will be used to evaluate all proposals. A brief description of each component includes:

1. Qualifications: This category represents an evaluation of the Consultant's understanding of the project and the technical approach to be used to meet the City's needs for completing the sewer line installation.
2. Key Personnel and Project Teams: This category deals with the experience level of key personnel proposed for this project and the proposer's willingness and demonstrated ability to work effectively with the City. Experience relates to the overall assessment of the proposer's assigned personnel. Evaluation will be based on resumes that are provided, direct contact with identified current and previous clients, submitted information in response to the RFP, and the oral interviews
3. Project Approach: This category represents an evaluation of the Consultant's plan for managing the project, QA/QC plan, and previous experience with this type of project. This category will also evaluate the Consultant's proposed schedule and work plan to insure completion by the requested date.
4. Project and Client Experience: This category deals with the proposer's performance on similar prior projects and the proposer's willingness and demonstrated ability to work effectively with the City. Experience relates to the overall assessment of the proposer's assigned personnel. Evaluation will be based on resumes that are provided, direct contact with identified current and previous clients, submitted information in response to the RFP, and the oral interviews.
5. Fee Proposal: This category will evaluate the Consultant's proposed fees.

#### **4. GENERAL REQUIREMENTS**

##### **4.1 AMENDMENTS**

No oral modifications or amendments to this RFP shall be effective. If it becomes necessary to revise any part of the RFP, an addendum will be provided to all who received an RFP.

##### **4.2 EMPLOYMENT STATUS VERIFICATION**

Consultant shall register and fully comply with the Private Employer Verification Act, Utah Code Annotated §13-47-101, et seq. Consultant shall, by contract, require its contractors, subcontractors, contract employees, staffing agencies, or any contractors (regardless of

their tier) to register and fully comply with the Private Employer Verification Act, Utah Code Annotated §13-47-101, et seq.

Consultant shall also agree to abide by the Federal and State regulations pertaining to Equal Opportunity Employment that requires project participants not to discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, or national origin. The City will make every effort to ensure all bidders are treated fairly and equally throughout the entire advertisement, review, and selection process.

#### **4.3 COMPENSATION FOR SERVICES**

The City intends to enter into a professional services contract covering the projects outlined in this RFP. Failure of the successful proposer to enter into a written contract may result in cancellation of the award. All aspects of the project must be completed by **a date and time which is yet to be determined.** Compensation for the services rendered will be based a task completion basis and may not exceed the fees provided in the response to this proposal.

#### **4.4 NON-COLLUSION**

Consultant shall guarantee that the proposal submitted is not a product of collusion with any other bidder and no effort has been made to fix the proposal price of any bidder or to fix any overhead, profit, or cost estimate of any proposal or its price.

#### **4.4 OMISSIONS**

Should the RFP not contain sufficient information in order for the firm to obtain a clear understanding of the services required by the City, or should it appear that the instructions outlined in the RFP are not clear or contradictory, the Consultant may obtain written clarification from the City at least 24 hours prior to the required time and date for proposal submission. The Consultant shall include a copy of the written clarification with its submission.